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**Law**

**OFF DUTY EMPLOYMENT**

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1. This policy directive establishes Air Force Materiel Command (AFMC) policy regarding approval of off-duty employment required to be obtained by sections 2-206a and 3-306a of DoD 5500.7-R, *Joint Ethics Regulation (JER)*, authorized by DoD Directive 5500.7, *Standards of Conduct*. This directive is implemented by AFMCI 51-201, *Off-Duty Employment*. This policy directive does not apply to the Air National Guard or US Air Force Reserve units and members.
2. AFMC personnel, both military and civilian, must not engage in off-duty employment that is prohibited by statute or regulation, would detract from readiness, or would pose a security risk.
3. All military and civilian personnel assigned to AFMC who seek to engage in off-duty employment are required to submit an AF Form 3902, **Application and Approval for Off-Duty Employment**, in accordance with the procedures in AFMCI 51-201.
4. Commanders, heads of organizations, supervisors, and agency designees are delegated the authority expressly granted by sections 2-303 and 3-306e of DoD 5500.7-R to require DoD employees under their jurisdiction to report any off-duty employment prior to engaging in such employment, and to prohibit off-duty employment that will detract from readiness or pose a security risk.
5. **Explanation of Terms:**
  - 5.1. The term "off-duty employment" means business activities and compensated outside employment, including self-employment. Examples of self-employment include the sale of insurance, stocks, mutual funds, real estate, cosmetics, household supplies, vitamins, and other goods or services.

5.2. The term "readiness" includes the ability of the Air Force to perform its mission in the manner and at the time and place required, and the ability of a military member or civilian employee to perform his or her government duties in the manner and at the time and place required.

HENRY VICCELLIO, JR., General, USAF  
Commander